



Arkansas Department of Health and Human Services
Division of Youth Services

FINANCE &

Policy No. 1-01.2 **Pages:** 1 **Manual:** ADMINISTRATION

SUBJECT: Policy and Goal Formulation **EFFECTIVE DATE:** 08/09/06

CHAPTER: General Administration **ATTACHMENTS:** None

REFERENCE: _____ **AUTHORIZED BY:** J. Kenneth Hales

I. POLICY:

The Division of Youth Services (DYS) Finance & Administration Unit will develop and maintain policy and goals in an efficient manner.

II. APPLICATION:

Finance & Administration staff

III. DEFINITIONS:

IV. PROCEDURES:

A. Policy

1. New Policy Development/Approval

- a. Section managers will submit draft policies to the Finance & Administration Assistant Director (A.D.) for review and/or approval.
- b. If the policy draft is not approved, the draft will be returned to the section manager for any necessary changes.
- c. The originating section manager will return the revised draft to the A. D. for final review and approval, then routed to the DYS Policy Manager.
- d. The DYS Policy Manager will review the policy for proper formatting and for compliance to applicable state and federal regulations and/or DHHS policies
- e. If approved, the final policy draft will be forwarded to the DYS Director for review, or returned to the A.D. for redrafting/resubmission, if not approved
- f. Policies approved by the DYS Director will be posted on the DYS web page and will be added to the DYS Policy & Procedures Manual.

2. Policy Review

- a. Finance & Administration policies will be reviewed by the A.D. on an annual basis, or as directed by the DYS Director.
- b. The A.D will establish dates and deadlines for policy review
- c. Any policy revisions/changes will be conducted in accordance with section A. (1.)

B. Goals

1. Goal development will follow new policy development as outlined in section A. (1.).

2. Goal review

- a. Goals will be reviewed by the A.D. annually, or whenever changes in DYS goals are instituted
- b. Goal revisions/changes will be conducted in accordance with sub-paragraph A. (1.).